

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA
PROBATION OFFICE

THOMAS W. BISHOP
CHIEF PROBATION OFFICER

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75 SPRING STREET, S.W.
ATLANTA, GEORGIA 30303-3309

(404) 215-1919
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Request for Quotation (RFQ)
GANP 15-3111-001
Office Furniture

Request Date: August 5, 2015

RFQ Number:	15-3111-001
Reply via e-mail to:	samantha_brown@ganp.uscourts.gov
Reply via fax to:	(404) 331-2738, Attn: Samantha Brown
Response deadline:	Monday, August 26, 2015 at 12:00 p.m.(EST)

Special Notes:

This is a request for **Government Pricing**.

The United States Probation Office, Northern District of Georgia is conducting a procurement for office furniture. **A fixed-price award from this RFQ will be made based on the lowest price technically acceptable offer (meets all specified requirements and other applicable considerations).** This officer reserves the right to make multiple awards to more than one vendor from this procurement based on factors related to pricing, availability, and whether the vendor meets the specified requirements. All items should be quoted F.o.B. Destination within consignee's premises. We are requesting an estimated delivery date for all items after October 1, 2015.

Requirements for the procurement are noted on the following page. All requirements must be addressed in your response. Quotes may be faxed or e-mailed to the listed address below. If you decide not to submit a quotation, please submit a "no bid" response. All quotes must be received by the above deadline for consideration.

Your price quotations and any questions regarding this RFQ should be addressed to:

Samantha Brown
Contracting Officer
75 Spring Street SW., Ste.900
Atlanta, Georgia 30303
(404) 215-1919
(404) 331-2738 fax
samantha_brown@ganp.uscourts.gov

Sincerely,

Samantha Brown
Contracting Officer

:sb

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF GEORGIA**

**Request for Quotation (RFQ)
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Work Statement and Quote Sheet

The U.S. Probation Office, Northern District of Georgia, is seeking vendors to submit a quote to provide the following office furniture items. The furniture will be delivered to various locations: Atlanta, Gainesville, Newnan and Tucker, Georgia.

Item No.	Description	Finish/Color	Quantity	Unit Price	Extended Price
1	66" Executive Double Pedestal Desk (Rue De Lyon Collection)	Ruby Cabernet or Similar	25		
2	66" Computer Credenza (Rue De Lyon Collection)	Ruby Cabernet or Similar	26		
3	72" Executive Double Pedestal Desk (Rue De Lyon Collection)	Ruby Cabernet or Similar	3		
4	72" Kneehole Credenza (Rue De Lyon Collection)	Ruby Cabernet or Similar	3		
5	70" Table Desk and File Set (Easton Road Collection)	Tobacco or Similar	2		
6	Six Shelf Bookcase (Easton Road Collection)	Tobacco or Similar	1		
7	White Glove Service, Assembly & Installation: Assembly of parts on-site by vendor or contracted vendor in area		ALL		
	Delivery Address: 75 Spring Street, 900 U.S. Courthouse, Atlanta, Georgia 30303				
	Subtotal:				\$
	Shipping/Freight:				\$
				TOTAL:	\$

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Item No.	Description	Finish/Color	Quantity	Unit Price	Extended Price
1	66" Executive Double Pedestal Desk (Rue De Lyon Collection)	Ruby Cabernet or Similar	1		
2	66" Computer Credenza (Rue De Lyon Collection)	Ruby Cabernet or Similar	1		
3	White Glove Service, Assembly & Installation: Assembly of parts on-site by vendor or contracted vendor in area		ALL		
	Delivery Address: 4500 Hugh Howell Road, Suite 405, Tucker, Georgia 30084				
	Subtotal:				\$
	Shipping/Freight:				\$
				TOTAL:	\$

Item No.	Description	Finish/Color	Quantity	Unit Price	Extended Price
1	66" Executive Double Pedestal Desk (Rue De Lyon Collection)	Ruby Cabernet or Similar	1		
2	66" Computer Credenza (Rue De Lyon Collection)	Ruby Cabernet or Similar	1		
3	White Glove Service, Assembly & Installation: Assembly of parts on-site by vendor or contracted vendor in area		ALL		
	Delivery Address: 18 Greenville Street, First Floor, Newnan, Georgia 30263				
	Subtotal:				\$
	Shipping/Freight:				\$
				TOTAL:	\$

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Work Statement and Quote Sheet

Item No.	Description	Finish/Color	Quantity	Unit Price	Extended Price
1	66" Executive Double Pedestal Desk (Rue De Lyon Collection)	Ruby Cabernet or Similar	2		
2	66" Computer Credenza (Rue De Lyon Collection)	Ruby Cabernet or Similar	2		
3	96x44 Conference Table	Traditional Mahogany	1		
4	White Glove Service, Assembly & Installation: Assembly of parts on-site by vendor or contracted vendor in area		All		
	Delivery Address: 121 Spring Street S.E., Gainesville, Georgia 30501				
	Subtotal:				\$
	Shipping/Freight:				\$
				TOTAL:	\$

We are seeking the above items with the specified dimensions or similar. Please provide the items or similar items on the attached quote sheet. If you cannot provide a certain item, please specify "unavailable" on the quote sheet.

The cost or amount quoted should be based on government pricing, and should not include any sales tax as our agency is tax exempt. Please include all applicable freight and shipping charges, and assembly or installation costs.

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Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30

Delivery Date (if other than stated ARO period)

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APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract:

- ☒ Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
- ☐ Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)
- ☐ Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
- ☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)
- ☐ Clause 6-85 Commercial Computer Software License (APR 2013)
- ☐ Clause 6-105 California E-Waste Fee (APR 2013)
- ☐ Clause 7-115 Availability of Funds (JAN 2003)

Signature of Contracting Officer

Date

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SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

☐ **Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

Solicitation Provisions Incorporated by Reference

☐ **Provision 2-100, Brand Name or Equal (APR 2013)**

☐ **Provision 3-135, Single or Multiple Awards (JAN 2003)**

☐ **Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)**

Additional Solicitation Provisions

☒ **Provision 4-1, Type of Contract (JAN 2003)**

The judiciary plans to award an open market fixed-price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

☒ **Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) Definitions.

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“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) Taxpayer Identification Number (TIN): _____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) Type of organization:

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per 26 CFR 1.6049-4;

☐ other _____.

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(f) Contractor representations.

The offeror represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)

- ☐ Black American
- ☐ Hispanic American
- ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding.

(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, Appx 1B to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)

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